

**NOTICE OF MEETING OF THE  
MISSISSIPPI CHARTER SCHOOL AUTHORIZER BOARD**

**NOTICE** is hereby given of a meeting of the Mississippi Charter School Authorizer Board to be held on Monday, September 12<sup>th</sup>, 2016 beginning at 10:00 a.m. at the Mississippi Charter School Authorizer Board offices located at 239 N. Lamar Street, Suite 207, Jackson, Mississippi 39201. Participation at this meeting may be by teleconference at locations different from the above location pursuant to Miss. Code Ann. §25-41-5(2013) with participation being available to the public at the location set forth above. The purpose of the meeting is to conduct the regular business of the board as set forth in the attached draft agenda.

This the 4th day of September 2016.

BY: Marian Schutte  
Executive Director

**DRAFT AGENDA**  
**MISSISSIPPI CHARTER SCHOOL AUTHORIZER BOARD**  
**September 12<sup>th</sup>, 2016**

- I. Call to order
- II. Adoption of the Agenda
- III. Approval of Minutes of the July 11<sup>th</sup> meeting
- IV. Approval of Minutes of the August 1<sup>st</sup> special meeting
- V. Chair Report
- VI. Executive Director's Report
- VII. Committee Reports
  - a. Applications Committee
  - b. Performance and Accountability Committee
- VIII. New Business
  - a. 2016 Annual Report
  - b. Epicenter Proposal
  - c. FY 17 Budget Revision
  - d. Approval of Invoices
  - e. 2016 Request for Proposals: Stage 3 Results
    - i. Application of Mississippi Preparatory School for Three Schools
      - 1. Mississippi Preparatory School 1, 2, and 3
  - f. Election of Officers
- IX. Public Comment
- X. Next Meeting
  - a. October 3<sup>rd</sup>
- XI. Adjourn

MINUTES OF THE  
MISSISSIPPI CHARTER SCHOOL AUTHORIZER BOARD  
Regular Monthly Meeting  
Monday, July 11, 2016

The regular monthly meeting of the Mississippi Charter School Authorizer Board was held at 10:00 a.m. on Monday, July, 11, 2016, at the office of the Mississippi Board of Trustees of State Institutions of Higher Learning located at 3825 Ridgewood Road, Jackson, Mississippi. In attendance were:

Tommie Cardin, Chairman  
Krystal Cormack, Vice-Chair  
Johnny Franklin  
Chris Wilson

Drs. Karen Elam, Carey Wright and Bonita Coleman-Potter were unable to participate in today's meeting. Board Chairman Tommie Cardin called the meeting to order at 10:05 a.m.

ITEM I. ADOPTION OF THE AGENDA

A. Adoption of Agenda

The Agenda was previously circulated to all Board members for review.

**Chairman Cardin requested a motion adopt the agenda, as presented.**

**MOTION: Mr. Wilson**

**SECOND: Mrs. Cormack**

**There being no discussion and following a vote in favor by all members present and participating, the motion carried.**

ITEM II. APPROVAL OF THE MINUTES

A. Approval of Minutes of the June 6, 2016 Meeting

The Minutes of the June 6, 2016 meeting were previously distributed to the Board members for review.

**Chairman Cardin requested a motion to approve the Minutes of the June 6, 2016 meeting, as written.**

**MOTION: Mr. Franklin**

**SECOND: Mr. Wilson**

**There being no discussion and following a vote in favor by all members present and participating, the motion carried.**

### ITEM III. CHAIR REPORT

Chairman Cardin reported that he, along with Mr. Wilson and Ms. Schutte, had the opportunity to attend the National Charter Schools Conference in Nashville, TN, where they were able to meet with some prospective operators and make numerous new contacts as well reconnect with some they met at last year's conference. He reported that he found it particularly helpful to learn more about what is being done in other states by both charter schools and authorizer boards and encouraged other Board members to take any opportunity they might have in the future to attend these types of events.

### ITEM IV. EXECUTIVE DIRECTOR'S REPORT

Ms. Schutte first offered an update on the progress being made in the new office space. She stated that it has been painted and the carpet cleaned, and she is working with DFA on a move in date and a proposed lease. Further she is working to procure office furniture for the space with the hopes of being able to hold the September Board meeting there.

Next, Ms. Schutte seconded Chairman Cardin's comments regarding the National Charter Schools Conference. She stated that they had the opportunity to connect with operators, other charter school authorizers, both those working to build authorizing environments as well as those with more experience and were able to hear what they had learned along the way. She added that the NACSA annual conference is coming up on October 24-27 in Atlanta. That conference will be center around authorizing practices and she strongly encouraged any Board members who wished to attend to please do so. The early bird registration ends August 31<sup>st</sup>.

Finally, Ms. Schutte offered a hiring update for the Deputy Director position. She stated that she is continuing to conduct telephone interviews with prospective candidates and was also able to make contact with a few potential applicants during the Nashville conference.

### ITEM V. COMMITTEE REPORTS

#### A. Applications Committee

Mrs. Cormack reported on the 2016 RFP process and where they stand with Stage 2. She first recapped the previous month's approvals and reviewed the Stage 2 evaluation process identifying the critical elements used by the external evaluators. They are (1) public charter school obligations; (2) student populations; (3) start-up plan; (4) plan for personnel; (5) financial plan; (6) performance history for existing operators; and (7) education service provider relationship for applicants proposing to contract with an education service provider. In order to advance beyond Stage 2 of the evaluation process and receive a full review, a proposal must receive a determination of "substantially adequate" in all seven of these areas. Mrs. Cormack reported that Mississippi Preparatory School and Collegiate Academies received zero "substantially inadequate" ratings and the Committee proposes that these two applicants advance to Stage 3 of the RFP process. Shades of Elegance Corporation received a "substantially

inadequate” rating for their financial plan, and the Committee will recommend that their proposal be denied. These will be taken up under New Business.

B. Performance and Accountability Committee

Ms. Schutte reported on behalf of Dr. Coleman-Potter and presented the Ongoing Monitoring Proposal to the Board. She explained that, as had been discussed during the January Board retreat, the Committee has been reviewing the ongoing monitoring process that is contained in the MS Charter School Performance Framework and are prepared to present today a revised proposal that has been approved by the Committee. The new proposal essentially places all charter schools on the same initial footing at the beginning of their charter term, and as schools progress through their charter term, in exchange for results, they have the opportunity to have fewer oversight and monitoring protocols. All schools will start in year one with a minimum of an informal site visit and then an official site visit in the first semester after the first round of benchmark data is released and in the second semester as well. Also in that first year, since the Board will not have received any data from MDE, the schools will be submitting benchmark testing data on a routine basis. The Committee is working on a way for schools to make that submission through an online portal. In year two, there will still be 2 site visits with the benefit of having received the benchmark data from MDE and then, based on the school’s performance as indicated in the academic performance framework, they have the opportunity to have just one site visit per year. This proposed ongoing monitoring program will be presented for consideration and vote during New Business.

ITEM VI. NEW BUSINESS

A. 2016 Request for Proposals: Stage 2 Results

**Mrs. Cormack made a motion that the Board ratify the findings of the Applications Committee and advance the proposals presented by Mississippi Preparatory School and Collegiate Academies to Stage 3 of the 2016 RFP process.**

**MOTION: Mrs. Cormack**

**SECOND: Mr. Franklin**

**There being no discussion and following a vote in favor by all members present and participating, the motion carried.**

**Based on Shades of Elegance Corporation having received a “substantially inadequate” rating on their financial plan during the Stage 2 evaluation, Mrs. Cormack made a motion that the Board ratify the finding of the Applications Committee and deny Shades of Elegance Corporation’s proposal.**

**MOTION: Mrs. Cormack**

**SECOND: Mr. Franklin**

Ms. Schutte stated that she had reached out to Shades of Elegance after the Stage 2 evaluation results were shared with them and that they understand the reason for the rating and look forward to correcting those issues and submitting a proposal during a future RFP cycle.

**There being no further discussion and following a vote in favor by all members present and participating, the motion carried.**

B. Mississippi Charter School Performance Framework: Ongoing Monitoring Protocol Revisions

Ms. Schutte stated that as she discussed during her committee report the revisions to the Ongoing Monitoring Protocol being presented for consideration will be incorporated into the current Performance Framework and will be used going forward for all new and existing charter schools in the state.

**Chairman Cardin requested a motion to approve the Ongoing Monitoring Protocol revisions.**

**MOTION: Mr. Wilson**

**SECOND: Mrs. Cormack**

**There being no discussion and a vote in favor by all members present and participating, the motion carried.**

C. Midtown Public Charter School: Exhibit D Contract Revision

Ms. Schutte explained that Exhibit D to each charter school contract references the essential features of the educational program at each school. Midtown is today seeking to remove one feature of the educational program initially presented in their proposal. Dr. Christy Hendricks with Midtown Partners addressed the Board and introduced the new school leader, Josalyn Filkins, who explained the request. Midtown would like to remove the initial model of having two teachers in one classroom at one time, teaching simultaneously, and create three separate homeroom classes at each grade level thus reducing class size and allowing more independent instruction. Ms. Schutte stated that the Performance and Accountability Committee considered and approved this request at its last meeting.

**Chairman Cardin requested a motion to approve this revision to Exhibit D of the Midtown Public Charter School Contract.**

**MOTION: Mrs. Cormack**

**SECOND: Mr. Wilson**

Mr. Franklin asked Ms. Filkins if Midtown has secured the teachers to fill these spots and she stated that they are in the hiring process now. Mr. Franklin further commended the school administration for taking the time to review the situation and making the needed changes to reach the results needed for their students.

**There being no further discussion and following a vote in favor by all members present and participating, the motion carried.**

D. Cornerstone Consulting Contract

Chairman Cardin recused himself from consideration of this agenda item and, with there being no quorum of the Board to consider the item, it was deferred until the following meeting.

E. Approval of Invoices

Ms. Schutte presented invoices for travel, Cornerstone Consulting, and Office Depot. The Cornerstone invoice was removed from consideration, as there would be no quorum for approval with Chairman Cardin's recusal. It will be deferred until the following meeting.

**Chairman Cardin requested a motion to approve the invoices for travel and Office Depot.**

**MOTION: Mrs. Cormack**

**SECOND: Mr. Franklin**

**There being no further discussion and following a vote in favor by all members present and participating, the motion carried.**

ITEM VIII. PUBLIC COMMENT

None.

ITEM IX. NEXT MEETING

The next meeting of the Mississippi Charter School Authorizer Board will be held on September 12, 2016.

ITEM X. ADJOURNMENT

**Chairman Cardin requested a motion to adjourn.**

**MOTION: Mrs. Cormack**

**SECOND: Mr. Franklin**

**There being no discussion and following a vote in favor by all members present and participating, the motion carried.**

**The meeting adjourned at 10:28.**

ADOPTED, this the \_\_\_\_ day of \_\_\_\_\_, 2016.

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TOMMIE S. CARDIN, Chairman

MINUTES OF THE  
MISSISSIPPI CHARTER SCHOOL AUTHORIZER BOARD  
Special Called Meeting  
Monday, August 1, 2016

A special called meeting of the Mississippi Charter School Authorizer Board was held via teleconference at 9:30 a.m. on Monday, August 1, 2016. Participating via teleconference were:

Tommie Cardin, Chairman  
Krystal Cormack, Vice-Chair  
Dr. Karen Elam  
Johnny Franklin  
Chris Wilson  
Dr. Carey Wright

Dr. Bonita Coleman-Potter was unable to participate in this meeting. Board Chairman Tommie Cardin called the meeting to order at 9:30 a.m.

ITEM I. ADOPTION OF THE AGENDA

A. Adoption of Agenda

The Agenda was previously circulated to all Board members for review.

**Chairman Cardin requested a motion adopt the agenda, as presented.**

**MOTION: Mrs. Cormack**

**SECOND: Dr. Elam**

**There being no discussion and following a roll call vote by all members participating, the motion carried.**

ITEM II. NEW BUSINESS

A. Robert E. Lee Building Office Space Lease

A proposed Lease Agreement was previously circulated to all members for review. Ms. Schutte explained that the AG attorney assigned to the Board has reviewed and recommends the agreement for approval.

**Chairman Cardin requested a motion to approve the Lease Agreement for office space in the Robert E. Lee Building, as presented.**

**MOTION: Mr. Wilson**

**SECOND: Dr. Elam**

**There being no discussion and following a roll call vote in favor by all members participating, the motion carried.**



B. FY16 Budget Revisions

The budget was previously circulated to the Board members for review and Ms. Schutte discussed these proposed revisions. Specifically, monies that had been allocated to the Cornerstone contract and out-of-state travel but were not spent during year were re-allocated to the start-up grant fund to be provided to the newest charter school opening this year.

**Chairman Cardin requested a motion to the FY16 Budget revision, as presented.**

**MOTION: Ms. Cormack**

**SECOND: Dr. Wright**

**There being no discussion and following a roll call vote in favor by all members participating, the motion carried.**

Because of a conflict, Chairman Cardin recused himself from consideration of the final two items and Vice-Chair Cormack resumed the meeting in his absence.

C. Cornerstone Consulting FY17 Contract

Vice-Chair Cormack briefly outlined the terms of the contract being presented for consideration. Ms. Schutte pointed out that the hourly rate has increased by \$2.00 per hour but the contract amount from FY16 was unchanged.

**Vice-Chairman Cormack requested a motion to approve the proposed contract with Cornerstone Consulting for FY 2017.**

**MOTION: Mr. Franklin**

**SECOND: Dr. Wright**

**There being no discussion and following a roll call vote in favor by all members participating, the motion carried.**

E. Approval of Invoices

Vice-Chair Cormack identified the invoices being presented for approval of payment. Those include the Cornerstone Consulting invoice and two invoices from Interior Elements for items being purchased for the new office space. Ms. Schutte explained in further detail the items included in these purchases.

**Vice-Chair Cormack requested a motion to approve for payment the invoices as presented.**

**MOTION: Dr. Elam**

**SECOND: Dr. Wright**

**There being no discussion and following a roll call vote in favor by all members participating, the motion carried.**

ITEM III. PUBLIC COMMENT

None.

ITEM IV. ADJOURNMENT

**There being no further business, Vice-Chair Cormack requested a motion to adjourn.**

**MOTION: Mr. Franklin**

**SECOND: Mr. Wilson**

**There being no discussion and following a roll call vote in favor by all members participating, the motion carried.**

**The meeting adjourned at 9:50 a.m.**

ADOPTED, this the \_\_\_\_ day of \_\_\_\_\_, 2016.

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TOMMIE S. CARDIN, Chairman



## **RFP:**

**Mississippi Charter School Authorizer Board  
On-Line Monitoring System  
July 11, 2016**

## **Proposer:**

**National Charter Schools Institute  
711 W. Pickard Street, Suite M  
Mount Pleasant, MI 48858  
(989) 317-3510**

## **Contact:**

**Jackie Mullikin  
[jmullikin@charterinstitute.org](mailto:jmullikin@charterinstitute.org)**

This comprehensive proposal incorporates all requirements outlined in the RFP and shall be valid for a 60-day period. The Epicenter team is ready to engage work on this project immediately.



## About The National Charter Schools Institute

The mission of the National Charter Schools Institute is to transform public education and power performance, productivity, and accountability breakthroughs that help people win for kids. We are a team of passionate professionals who thrive on empowering people to grow and achieve more than they think possible. We know education. We've served as teachers, school leaders, board members, authorizers, association executives, and leaders of business and technology. We believe in the transformative power of education and want all people to have the opportunity to learn, grow, and reach their full potential.

We provide a range of training and support for people and organizations in the charter public schools sector -from policymakers to authorizers to school operators-who are serious about helping students. Epicenter, is the embodiment of our passion: a web-based software system leading authorizers around the country are using to organize, streamline, automate, and fulfill their compliance and performance obligations. Founded as the Authorizers Oversight Information System (AOIS) in 2001, the platform was renamed Epicenter in 2012, expanding its features and functionalities to include performance and portfolio management.

The Institute is a Michigan non-profit corporation with federally recognized 501(c)(3) status. It is governed by a nine member board of directors and is led by its President & CEO, Dr. James N. Goenner. Jim is highly respected in the education reform community and was inducted into the National Charter Schools Hall of Fame in 2010. Under his leadership, the Institute is focused on inspiring hearts and minds, influencing policy and practice, and delivering great programs, tools and services that help adults achieve more for kids.

The Institute was founded in 1995 as the Michigan Resource Center for Charter Schools. Its original mission was to support and guide the implementation of Michigan's newly adopted charter schools law. Based on its impact and the rapid growth of charter schools across the country, the United States Congress provided \$1 million in 2001 for the Resource Center to transition into the Institute and expand its scope of services nationally. Today, our coaching and consulting work, along with our speaking engagements, has us working with authorizers, boards, school operators, and support organizations across the country. Moreover, Epicenter is being deployed by authorizers in 20 states and the District of Columbia.



# Capabilities and Functionality



## Overview

Epicenter's powerful framework equips authorizers and school operators to grow and expand their organizational capacity. From processing charter applications and managing compliance, to automating workflow and evaluating performance, Epicenter has everything you need to get results. When a school, board, and authorizer share Epicenter, everyone's role is defined and predictable. Working from a common calendar, it is easy to align for success and anticipate what's coming. Like a great rowing team, everyone pulls in the same direction. Epicenter sends automatic email alerts, reminders and updates about tasks to the people responsible. Everyone can see what's expected, who's responsible, and what's coming next. Epicenter provides important information about a school's - or a portfolio of schools' -performance, whether you're focused on compliance and reporting, or academic, financial and organizational performance. Managing all the moving parts associated with a fair and rigorous charter application or renewal process often involves multiple teams of reviewers and approvers. Epicenter smoothly tracks and coordinates the process. Epicenter simplifies and brings consistency to the management of recurring tasks and events. You can easily tie a group of activities together that can automatically be scheduled with a task or event. It makes setting up compliance activities and monthly board meetings a breeze. Your information is delivered through encrypted communication channels to a secure data center with nightly backups and enterprise-class anti-virus software.



## Administration

Through Administration of the system the user can simply develop and assign submission types, control document transparency reporting and create/manage users and roles throughout the system. You will have the ability to control collections of documents (ie. Application or Renewal). Finally, through this section the user can manage entities, security and roles/groupings within the user based permissions security within the Epicenter Platform.



## Document Center

The Document Center provides safe and secure electronic storage of documents while ensuring continuous access to permitted users. Through the use of either the quick search or the advanced searching features the user is able to easily locate a single or group of documents. Once located, the documents can be downloaded either in the original form as an individual file or as a .zip folder collection. The Document Center allows each authorizing body to establish unique organization systems reflecting their business practices.



## Board Center

Within the Board Center the authorizer can electronically manage board members from application to appointment and beyond through demographic and contact information on each. It maintains all key information related to the board members' contact information, length of service and terms of office. Board Center monitors and develops reports on both individual and portfolio wide school boards. This Center allows for quick communication with all members and ensures continuous access to board specific information and a calendar of reporting requirements. Through single submissions from the school, the Board Center will compile the board packet and ensure transparency of any needed documents.



# Capabilities and Functionality



## Management Center

Through the Management Center the user is able to effectively track demographic information on each of the service providers within their given portfolio. The Center is able to manage connections and interactions between the spectrums of service providers within the charter school market. The Management Center seamlessly provides users with live time information to better track their portfolio.



## School Center

The School Center manages communication with the individual schools and acts to eliminate redundancy. The Center monitors current and historical school information - from school demographic information to the mission and key dates related to when the charter contract was granted, renewal and closure. It effortlessly sorts and organizes documents and information by charter contract and school building. The authorizer is provided live time information about the school including an interactive map and linkage to the school's website.



## Compliance Center

The Compliance Center ensures all compliance requirements are consistently applied, communicated and continuously monitored. Through the use of the dynamic visualization the user can quickly see from the collective portfolio down to a given collection, school, or grouping through the unique filtering capabilities within the Compliance Center. It uses a powerful workflow engine to streamline and automate the compliance and communication process. User based email communications are developed and delivered to ensure timely submission of requirements. The Center seamlessly manages the submission and review process. It monitors the timeliness, accuracy and completeness of reporting. The compliance center, once again, allows for access to the dynamic calendaring system allowing for the portfolio holder to quickly review compliance requirements being met through the calendar of reporting requirements.



## Performance Center

Through Performance Center the user is able to easily understand and see through visualization academic, financial, and demographic information for either an individual school or a portfolio of schools. This Center both draws from and provides to the other centers within the system key information that ensures all key stakeholders have access to this powerful performance information effortlessly. The Performance Center empowers the school and authorizer to see the same information in live time as measured against set performance standards. This Center allows key decision makers access across multiple systems, through integrations, in compiled and visualized dashboards. Through the dashboarding of multiple years of data, users can see both live information but also compare to historical data.



## Development and Adaptation

Epicenter is a continuously developing software platform. We serve a national market of authorizers and school clients. This allows the Epicenter team to develop the program as a reflection of the need of our clients and in the interest of both unique and best practices across the country. Through the two releases each year, we further meet the needs of the clients we serve. Though the program is heavily customizable to the unique needs of each client, we recognize that there are unique development needs and because of this, Epicenter is continuously being updated to exceed the expectations of all of our partners.



# Product Samples

Below are screenshots of Epicenter and its many functions.

## Track activities submitted to the charter authorizer

Home > Compliance Status

Compliance Requirements Status

StatisticsSummaryDetailCalendarStatus

ClassificationsEntitiesSubmission TypesOther Options

Requirement Collection Event Dates from Today through Apr 4

Items 1-1 of 1FirstPreviousNextLast

Requirement	Status	Event Date	Due	Days Late
Meadow Branch Application 2016-2017		3/25/2016		
Meadow Branch (School)		3/25/2016		
Application Process - School Overview		3/25/2016		
School Overview	Review Pending	3/25/2016	Mar 25	
School Overview - 1. Mission and Vision	Review Pending	3/25/2016	Mar 25	
School Overview - 1. Mission and Vision Review Sheet	Review Pending	3/25/2016	Apr 24	
School Overview - 2. Ed Need and Anticipated Student Population	Scheduled	3/25/2016	Mar 25	
School Overview - 3. Education Plan/School Design	Scheduled	3/25/2016	Mar 25	
School Overview - 4. Community Engagement	Scheduled	3/25/2016	Mar 25	
School Overview - 5. Leadership and Guidance	Scheduled	3/25/2016	Mar 25	
School Overview - 6. Enrollment Summary	Scheduled	3/25/2016	Mar 25	
Application Process - Ed Program Design and Capacity		3/25/2016		
Application Process - Operations Plan and Capacity		3/25/2016		
Application Process - Financial Plan and Capacity		3/25/2016		

Items 1-1 of 1FirstPreviousNextLast

The Compliance Status tab allows users to see the status of any collection/process that has been scheduled (Application process, Startup etc.)

## Record basic information on each charter school

Home > School List > School

School Overview

Hope Academy

OverviewContactsOperationsSubmissions

Update...

Classification(s): Operating, District

Physical Address: 1091 Alter Rd  
Detroit, MI 48215

County: Wayne

Phone: (313) 542-0224

Fax: (313) 542-0233

Actual Grade Levels: KG - 09

Contract Grade Levels: KG - 12

Resident District Code: 2123

ISD: Macomb

District Code: 82983

NCES School ID: 054886800163

NCES District ID: 0548795

Superintendent: Williams, Ms. Nellie

Assistant Superintendent: Ross, Ms. Pylis

School Board

President: Garrett, Mr. Robert H.

Vice President: Conte, Dr. Tammy F.

Secretary: Puenty, Mr. Wilbert J.

Treasurer: Craig, Ms. Milly M.


Director: Asoku, Mr. Benjamin J.

Director: Rider, Mrs. Cassandra F.

EMO/CMO

Self Managed

Contact:



[www.hopeforkids.com](http://www.hopeforkids.com)

Buildings/CampusesAdd Building...


[Hope Academy - Elementary Campus](#)

[Hope Academy - High School Campus](#)

KG - 0809

1091 Alter Rd

[View larger map](#)



Epicenter's School Center allows you to record and track basic information on each charter school (Address, Grade Levels, District and School Codes, Contacts, Building/Campus information, Mission Statement, Authorization and Contract Dates, along with any additional custom fields requested).



Sally Jones Sign Out  
The Authorizer

Home > Board List > Board > Board Member

Help

Reports

## Board Member Detail

Hope Academy

**Mr. Robert H. Garrett**

### Contact Information

Full Name: Garrett, Mr. Robert H.  
Gender: Male  
Ethnicity: Black or African American  
Work: (313) 852-6512  
Cell:  
Home:  
Fax Number:  
E-mail: [Robert.H.Garrett@spambob.com](mailto:Robert.H.Garrett@spambob.com)  
Address: 483 Hillside Drive  
Highland Park, MI 48212



Spouse Name:  
Employer Information: Sunshine Bank & Trust  
Executive Loan Officer  
2333 Main Street  
Highland Park, MI 48212

Highest Level of Education: Master's Degree

Update...

[Change history](#)

### Board Officer Roles

Officer Role	Start Date	End Date
President	04/14/2010	
Treasurer	09/19/2007	01/01/2013

Update...

### Notes

<a href="#">Russell, Meghann</a>	Professional Development	Training
8/1/2011	8/24/2011 <a href="#">Expand</a>	0 follow-up(s) <a href="#">Subscribe</a> <a href="#">Follow-up...</a> <a href="#">Edit...</a>



Sally Jones Sign Out  
The Authorizer

Home > Board List > Board

Help

Reports

## Board Members and Candidates

Hope Academy

Overview

Members

Submissions

Calendar

### Board Members

As of Date: Today View

Seat	Board Member	Start Date	Term Expiration	Notes
1	<b>Garrett, Robert H.</b> President	Sep 19, 2007	Sep 18, 2019	
2	<b>Puenty, Wilbert J.</b> Secretary	Sep 19, 2010	Sep 18, 2018	
3	<b>Conte, Tammy F.</b> Vice President	Sep 19, 2009	Sep 18, 2017	
4	<b>Asoku, Benjamin J.</b>	Sep 19, 2008	Sep 18, 2016	
5	(vacant)		Sep 18, 2019	
6	<b>Rider, Cassandra F.</b>	Sep 15, 2012	Sep 20, 2016	
7	<b>Craig, Milly M.</b> Treasurer	Oct 20, 2013	Sep 20, 2017	
8	(vacant)		Sep 20, 2017	

[Email All Board Members](#)

[Manage Seats and Terms...](#)

### Board Candidates

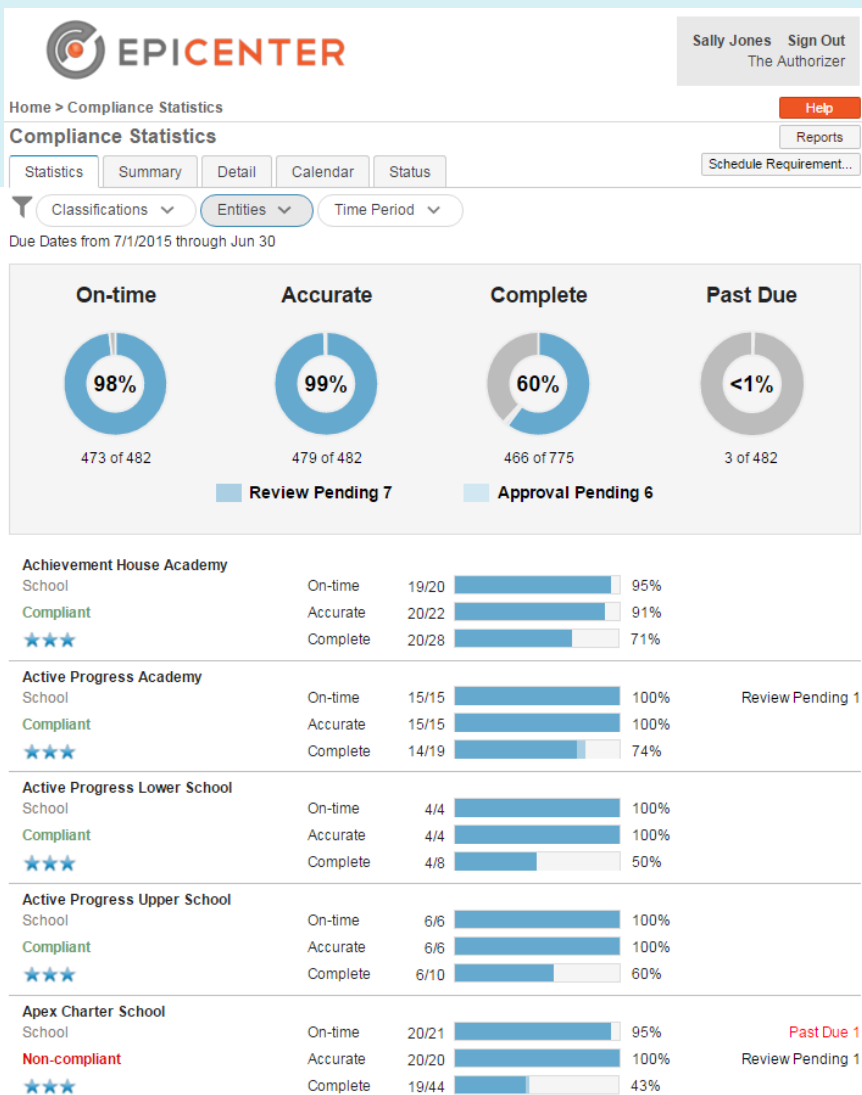
Epicenter's Board Center allows to track and manage users information on each school board, such as the terms, start date, contact information, notes etc.

## Record timely satisfaction of multiple requirements for charter schools

Home > Compliance Detail						Help
Compliance Requirements Detail						Reports
Statistics	Summary	Detail	Calendar	Status	Schedule Requirement...	
Classifications	Entities	Submission Types	Time Period	Sorting & Outputs		
Due Dates from 7/1/2015 through Jun 30						Items 21-39 of 39 <a href="#">First</a>   <a href="#">Previous</a>   <a href="#">Next</a>   <a href="#">Last</a>
Requirement	Status	Event Date	Due	Days Late	Responsible	
<b>Quarterly Financial Statements - 2nd Quarter</b> Hope Academy (School)	Approved	12/31/2015	Jan 30	✓	School Staff	
<b>Monthly Enrollment</b> Hope Academy (School)	Approved	8/14/2015	Feb 11	✓	School Staff	
<b>5-Year Forecast</b> Hope Academy (School)	Past Due	2/25/2016	Feb 25	6	School Staff	
<b>Budget - Revised 2015-2016</b> Hope Academy (School)	Approval Pending	2/18/2016	Feb 29	✓	School Staff	
<b>Annual Financial Audit 2014-2015</b> Hope Academy (School)	Approved	2/1/2016	Mar 1	✓	School Staff	

Epicenter's Compliance Center Detail Tab displays requirements that are due, past due, and late within the time period selected. The status, event date and due date are also displayed. Through the Detail Tab, users can submit their requirements and view their previous submissions. Each tab in Compliance Center allows users to filter what they want to display using the dropdowns at the top of the page.





Epicenter's Compliance Center Statistics Tab allows you to manage compliance faster and easier through our interactive dashboard. With information at your fingertips like the number of compliance submissions complete or past due, you can quickly see how your portfolio is doing or instantly drill down to view documents and details. The statistics are based on the Entities and Time Period selected. You can also click on the charts and in the pending counts to filter down and access more detailed information.

Reminders of upcoming deadlines, missed deadlines, and satisfactory completion of requirements

**EPICENTER**

New Tasks

**The Authorizer**

**Notification Summary for Michelle Rodgers**

Tasks past due: 1

Tasks due in next 7 days: 2

Total tasks on queue: 5

**The following tasks have been added to your queue:**

Description	Entity	Type	Instructions	Notification Date	Due Date
<a href="#">School Calendar</a> School Year: 2015-2016	Hope Academy (School)	Compliance Requirement	<b>Make sure open enrollment dates are included on the calendar.</b> The calendar will be <b>returned</b> if not included. See the attached template for further guidance on what should be included on the calendar. For more information regarding this requirement, click here.	6/25/2015 2:42 PM EST	7/31/2015 11:59 PM EST

[Click here to view all your tasks from The Authorizer](#)

This email was generated automatically by the Epicenter system. - Please do not reply to this email.

### New Tasks Email

When a new task is added to a user's queue, if the task is not completed that day, a New Task email as shown in this example will be sent at 12:00 AM PST. The email includes a consolidated listing of any new tasks queued the day before.



## EPICENTER

### Tasks Due - Weekly Reminder

#### The Authorizer

#### Notification Summary for Michelle Rodgers

Tasks past due: **1**  
Tasks due in next 7 days: **1**  
Total tasks on queue: **5**

#### Tasks Due (Next 14 days only)

Description	Entity	Type	Instructions	Notification Date	Due Date
<a href="#">Board Meeting Posting</a> Board Meeting Date: 01/08/2015	Hope Academy (Board)	*PAST DUE* Compliance Requirement	Upload a copy of the posting.	12/11/2015 11:57 AM EST	Monday 12/29/2015

[Click here to view all your tasks from The Authorizer](#)

This email was generated automatically by the Epicenter system. - Please do not reply to this email.

### Tasks Due - Weekly Reminder Email

If a task has not been completed and is due within 14 days, the user will receive a weekly reminder email every Monday as shown in this example. The Monday email will include a listing of tasks due in the next 14 days only. If a requirement is past due, then the user will continue to receive a Monday weekly reminder email until the past due requirement has been submitted.

## Calendar of reports and activities with the ability to generate recurring event reminders

Home > Compliance Master Help

Add Scheduled Individual Requirement Reports

Submission Type: Annual Financial Audit

Requirement Title: \* Annual Financial Audit

Requirement Scheduling: Manual Scheduling

Description: You must contract with a CPA firm to have your financials audited.

Tags: \*

Name	Value Determination	Value
School Year	Provided by Submitter	

Event Date: \*  The underlying date of an event.

Notification: \*  [Set to 1 days after Event Date](#) The date tasks and notifications will be assigned/sent.

Due: \*  [Set to 90 days after Event Date](#) mm/dd/yyyy hh:mm AM/PM

Entity Type: School

Entities: \* ☐ All entities for submission type [Select Entities...](#)

Compliance Administrator Notes:

When adding notes include what was changed, when and by whom.

Submission Instructions: The audit must be approved by the board of directors prior to submission.

Submission Resources: [Audited Financial Report Sample.pdf](#)

Reviewer Instructions: Review is not required

Approval Instructions: Please review the Annual Audit.

Save Cancel

Epicenter System Administrators can easily schedule requirements for a single and/or multiple entities. The notification date selected is when the responsible users will receive an email notification for the requirement along with a weekly reminder until the requirement has been submitted.



Sally Jones Sign Out  
The Authorizer

Home > Compliance Summary

Compliance Requirements Summary

Statistics Summary Detail Calendar Status

Classifications Entities Submission Types Time Period Sorting & Outputs

Master Due Dates from 7/1/2015 through Jun 30

Items 1-20 of 30 First Previous Next Last

Requirement	Event Date	Master Due	Count	Submitted	Past Due	Late
2016-2017 School Startup Process	5/5/2016		9			
Fire Inspection (School)	7/30/2015	7/30/2015	24	24		
Monthly Enrollment (School)	8/14/2015	8/14/2015	1	1		
Quarterly Financial Statements - 4th Quarter (School)	6/30/2015	8/14/2015	22	22	1	
School Calendar 2015-2016 (School)	8/31/2015	8/14/2015	22	22	1	
Playground Equipment Safety Inspection Log Sheet (School)	6/30/2015	8/15/2015	25	25		
Management Contract (School)	7/30/2015	9/15/2015	1	1		
Fire Drill Log - 1st Quarter (School)	9/30/2015	9/30/2015	26	26		
Staff/Employee Handbook (School)	11/6/2015	10/9/2015	1	1	1	
Quarterly Financial Statements - 1st Quarter (School)	9/30/2015	10/30/2015	10	10	1	
Certificate of Insurance (School)	11/13/2015	11/13/2015	22	22		
Elevator Permit (School)	11/13/2015	11/13/2015	3	3		
Facilities Lease/Proof of Ownership (School)	12/4/2015	11/20/2015	25	25	1	
Asbestos Management Annual Notification (School)	12/4/2015	12/4/2015	24	24	1	
Staff Background Checks Certification (School)	12/11/2015	12/11/2015	22	21	1	
Fire Drill Log - 2nd Quarter (School)	12/31/2015	Jan 15	24	24		
Staff Background Checks Certification (School)	1/15/2016	Jan 15	21	21		
Quarterly Financial Statements - 2nd Quarter (School)	12/31/2015	Jan 30	22	22		
5-Year Forecast (School)	2/25/2016	Feb 25	2		2	
Budget - Revised 2015-2016 (School)	2/18/2016	Feb 29	6	6		
Totals:			528	320	3	9

Epicenter's Compliance Summary Tab display's the calendar of requirements in a list view.

Home > Compliance Calendar

Compliance Calendar

Statistics Summary Detail Calendar Status

Classifications Entities Submission Types

Today March 2016

School Board

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29 Budget - Revised 2015-2	1 Annual Financial Audit 20	2	3	4	5 Board Meeting Posting
6	7	8	9	10 Board Meeting Agenda Board Meeting Proposed ESP/Operator Report +4 more	11	12
13	14	15 Hope Board Meetings - Board Meeting Packet	16	17 Board Meeting Approved	18	19
20	21	22	23	24	25	26
27	28	29	30	31 Quarterly Financial Sta Fire Drill Log - 3rd Quarte	1	2
3	4	5	6	7	8	9 Board Meeting Posting

Epicenter's Compliance Calendar displays requirements in a calendar view. You can easily select a requirement to see what entities it is assigned to and the details for the requirement. Requirements can be submitted and viewed through the Calendar Tab. The Calendar can also be exported to a personal/work calendar.



## Electronic submission of required reports and other documents

Epicenter allows for three different types of submissions for uploading: document submission, a document with a narrative option enabled, and certification of completion types.

Home > Compliance Detail > Submission Upload Help

**Submission Upload** Reports

Entity Type:\* School

Submission Type:\* **School Calendar**

Entities:\* Hope Academy  
Select Entities...

Requirement:\* **School Calendar**

Event Date:\* 7/31/2015

Due: **7/31/2015**

Description: Must include the total number of hours.

Resources: [School Calendar Template.docx](#)

Instructions: **Make sure open enrollment dates are included on the calendar.** The calendar will be **returned** if not included. See the attached template for further guidance on what should be included on the calendar. For more information regarding this requirement, [click here](#).

Responsible Roles: School Staff

School Year: 2015-2016

Acceptable File Formats: Adobe Acrobat (pdf), Image Files (gif, jpeg, jpg, png, tif, tiff), MS Excel (xls,.xlsx), MS Word (doc, docx, rtf), Text Files (htm, html, rtf, txt)

Files: Upload New File... Previously Uploaded File...

Message to Reviewer/Approver:

Submit Cancel

### Document Submission

This example shows how a document gets submitted to Epicenter.

Home > Compliance Detail > Submission Upload Help

**Submission Upload** Reports

Entity Type:\* School

Submission Type:\* **Budget - Revised**

Entities:\* Belmont Elementary  
Select Entities...

Requirement:\* **Budget - Revised 2015-2016**

Event Date:\* 2/18/2016

Due: **Feb 18**

Description: A sample budget is available within the task.

Resources: [Budget Revised Sample.xls](#)

Instructions: Upload a copy of your revised budget. It must be approved by the board.  
  
**If you have not revised your budget and therefore are exempt from this requirement, please explain this within the Narrative section of the task and submit to satisfy the requirement.**

Responsible Roles: School Staff

Board Approved Date:  *If uploading a budget, enter in the date approved*

School Year: 2015-2016

Narrative:

Acceptable File Formats: Adobe Acrobat (pdf), CSV Files (csv), MS Excel (xls, .xlsx), MS Word (doc, docx, rtf)

Files: Upload New File... Previously Uploaded File...

Message to Reviewer/Approver:

Submit Cancel

### Document/Narrative Submission

When the narrative feature is enabled, submitter's are required to either upload a file(s), enter text within the narrative section or both. This is an example of the submission upload page for a document and/or narrative requirement.



Home > Compliance Detail > Submission Upload Help

**Submission Upload** Reports

Entity Type:\* School

Submission Type:\* **Staff Background Checks Certification**

Entities:\* Apex Charter School  
Select Entities...

Requirement:\* **Staff Background Checks Certification**

Event Date:\* 1/15/2016

Due: **11/10/2015**

Description:

Instructions: Please certify that all background checks have been completed for all current and new staff members.

Responsible Roles: School Staff

Date: To be determined by actual event date

School Year: 2015-2016

Certification of Completion

☐ I certify that this requirement has been completed.

Comments:

Message to Reviewer/Approver:

Submit Cancel

### ***Certification of Completion Submission***

This example shows how a user can certify that a requirement has been completed by simply checking a box. The comment section also allows users to easily provide additional information related to the requirement.

Maintain a library of documents submitted by charter schools or uploaded by the authorizing professional, with organization by school and subject matter in designated folders

Home > Document Center > Advanced Search Help

**Document Search Criteria** Reports

**Search Criteria**

**Entities**

Content

Submission Types

Timeframe

Submitted Date and Status

Sort Order

[Clear Search Criteria](#)

**Required**  
Select entities.

Click 'Next...' to add search criteria, or click 'Search' to view results

Upload Submission

☐ Alameda Unified School District

☐ Board

☐ School

☐ Ceres Unified School District

☐ Kern County Office of Education

☐ Maricopa Unified School District

☐ Orange County Department of Education

☐ Sanger Unified School District

☐ Warner Unified School District

☐ Wiseburn Unified

☐ Display Deactivated Entities

Next... Search Now

Document Center is like a digital file cabinet where all your documents are stored. Its powerful search engine allows users to quickly find documents via a simple search using key word(s) or an advanced search that filters by entity, category, or submission type.



Home > Document Center > Advanced Search Help

### Document Search Criteria

Entities

Content

Submission Types

Timeframe

Submitted Date and Status

Sort Order

[Clear Search Criteria](#)

**Required**  
Select entities.

Click 'Next...' to add search criteria, or click 'Search' to view results

☐ Alameda Unified School District

☐ Board

☐ School

☐ Ceres Unified School District

☐ Kern County Office of Education

☐ Maricopa Unified School District

☐ Orange County Department of Education

☐ Sanger Unified School District

☐ Warner Unified School District

☐ Wiseburn Unified

☐ Display Deactivated Entities

Reports

Screenshots show an advanced search filtering by entity, then by category and submission type.

EPICENTER

Sally Jones Sign Out  
The Authorizer

Home > Document Center > Search Results Help

### Submission Search Results

Results 1-29 of 29 [First](#) | [Previous](#) | [Next](#) | [Last](#)

Entity	Entity Type	Type	Tags	Submission	Due	Submitted	Status	Details
Hope Academy	School	5-Year Forecast	School Year: 2014-2015	<a href="#">2014-2015 5-Year Forecast.pdf</a> Generic_5 yr forecast.pdf	3/9/2015	3/3/2015	Approved	<a href="#">Details</a>
Hope Academy	School	Annual Financial Audit	School Year: 2014-2015	<a href="#">2014-2015 Annual Financial Audit.docx</a> HOPE ACADEMY 14-15 Annual Financial Report.docx	Mar 1	Feb 29	Approved	<a href="#">Details</a>
Hope Academy	School	Annual Financial Audit	School Year: 2013-2014	<a href="#">2013-2014 Annual Financial Audit.docx</a> HOPE ACADEMY 13-14 Annual Financial Report.docx	3/16/2015	6/4/2015	Approved	<a href="#">Details</a>
Hope Academy	School	Annual Financial Audit	School Year: 2012-2013	<a href="#">2012-2013 Annual Financial Audit.pdf</a> Audited Financial Report Sample.pdf	12/30/2013	9/15/2014	Approved	<a href="#">Details</a>
Hope Academy	School	Budget - Approved	School Year: 2015-2016 Date: 2015-06-15	<a href="#">2015-2016 Budget - Approved.xls</a> Budget Sample.xls	6/15/2015	9/2/2015	Approved	<a href="#">Details</a>
Hope Academy	School	Budget - Approved	School Year: 2014-2015	<a href="#">2014-2015 Budget - Approved.xls</a> Budget Sample.xls	5/1/2014	9/15/2014	Approved	<a href="#">Details</a>
Hope Academy	School	Budget - Proposed	School Year: 2015-2016	<a href="#">2015-2016 Budget - Proposed.xlsx</a> Copy of 2015-2016 Budget - Proposed Hope Academy.xlsx	6/16/2015	6/15/2015	Approved	<a href="#">Details</a>
Hope Academy	School	Budget - Revised	School Year: 2015-2016 Board Approved Date:	<a href="#">Narrative</a>	Feb 29	Feb 29	Approval Pending	<a href="#">Details</a>
Hope Academy	School	Budget - Revised	School Year: 2015-2016 Board Approved Date:	<a href="#">2015-2016 Budget - Revised 2015-09-01.xlsx</a> Operational Budget.xlsx		9/2/2015	Approved	<a href="#">Details</a>

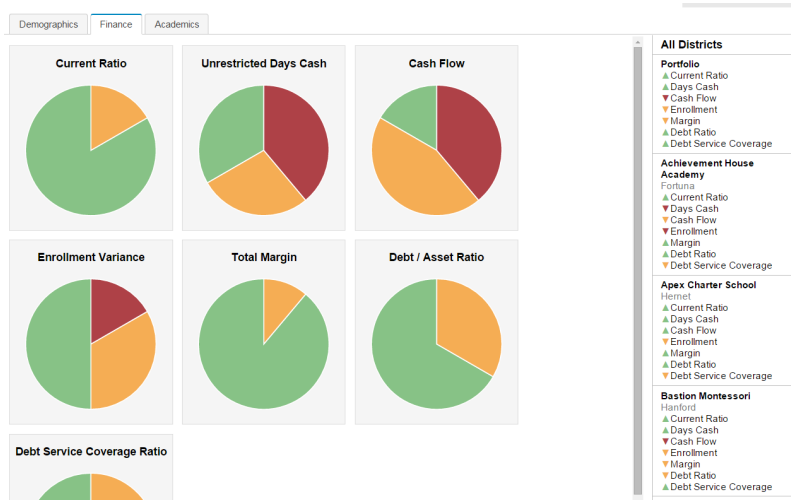
Screenshot of detailed search results.



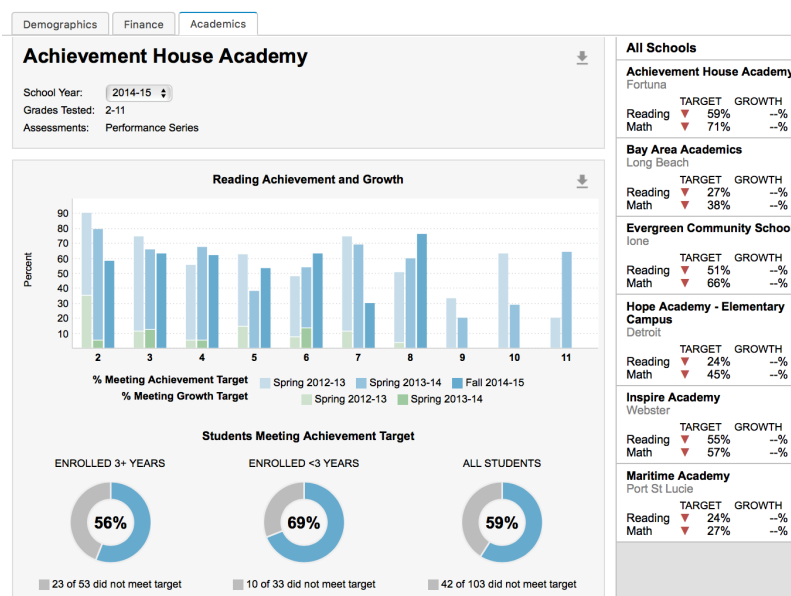
## Ability to enter or upload selected specific school performance data



The Demographics Dashboard includes many of the standard fields measured at local, state and national levels as a comparative to student performance and measures of academic success.



The Finance Dashboard uses the framework developed by the National Association of Charter School Authorizers to assess the financial health of schools. Authorizers can easily view the status of their portfolio through a series of pie charts (shown below) or drill down to an individual school to see more detail and historical trends.



The Academic Dashboard allows users to analyze the performance of a school or portfolio of schools against established achievement and growth targets by grade level and over time.



Generate simple reports and dashboards for viewing upcoming tasks, status of tasks and activities, and collected school performance data

EPICENTER

Michelle Downey Sign Out  
The Authorizer

Home

Organization: The Authorizer

Tasks

2 Past Due  
2 Due in Next 7 Days  
12 Total in Queue  
2 Are New

Boards

1 School Board

Operating Status

3 Operating

Operating Type

1 District  
2 School  
Building/Campus

My Profile

Help

BOARD CENTER

DOCUMENT CENTER

MANAGEMENT CENTER

SCHOOL CENTER

COMPLIANCE CENTER

PERFORMANCE CENTER

Epicenter's Home Page allows users to easily access tasks that are assigned to them using the Tasks Queue. Reports are also available from the Home Page and on every page in Epicenter.

Home > My Tasks and Alerts

My Tasks and Alerts

Show Search Options

Description	Entity	Type	Notification	Due
<a href="#">Staff Background Checks Certification</a> Date: 12/11/2015 School Year: 2015-2016	Hope Academy (School)	Compliance Requirement	Feb 23	12/11/2015
<a href="#">5-Year Forecast</a>	Hope Academy (School)	Compliance Requirement	Jan 26	Feb 25
<a href="#">Board Meeting Approved Minutes</a> Board Meeting Date: 02/16/2016	Hope Academy (Board)	Compliance Requirement	Feb 16	Mar 17
<a href="#">Fire Drill Log - 3rd Quarter</a> Quarter: 3rd Quarter School Year: 2015-2016	Hope Academy - Elementary Campus (School)	Compliance Requirement	Mar 1	Mar 31
<a href="#">Fire Drill Log - 3rd Quarter</a> Quarter: 3rd Quarter School Year: 2015-2016	Hope Academy - High School Campus (School)	Compliance Requirement	Mar 1	Mar 31

Once a user selects their Tasks Queue from the Home Page, their list of tasks due, past due, or coming due is shown. Users can then select the task and complete it. Once the task is completed it is removed from their Tasks Queue.

EPICENTER

Sally Jones Sign Out  
The Authorizer

Home > Compliance Statistics

Compliance Statistics

Statistics Summary Detail Calendar Status

Classifications Entities Time Period

Due Dates from 7/1/2015 through Jun 30

On-time

98%

547 of 559

Accurate

99%

556 of 559

Complete

61%

542 of 882

Past Due

<1%

3 of 559

Review Pending 7

Approval Pending 7

Achievement House Academy

Board

On-time 1/1 100%

Accurate 1/1 100%

Complete 1/1 100%

Compliant

Stars

School

On-time 19/20 95%

Accurate 20/22 91%

Complete 20/28 71%

Compliant

Stars

Active Progress Academy

Board

On-time 1/1 100%

Accurate 1/1 100%

Complete 1/1 100%

Compliant

Stars

School

On-time 15/15 100%

Accurate 15/15 100%

Complete 14/19 74%

Compliant

Stars

Review Pending 1

Active Progress Lower School

School

On-time 4/4 100%

Accurate 4/4 100%

Complete 4/8 50%

Compliant

Stars

Epicenter's Compliance Center Statistics Tab is an interactive dashboard that allows users to easily view the compliance status of an individual school or a portfolio of schools. And with a simple click, Epicenter will take the user to any outstanding issue so it can be quickly identified and addressed.





The Calendar of Compliance Requirements enables users to proactively see what is expected and when requirements are due. Users can also drill down to see the details for each requirement so they can plan and prepare accordingly.

EPICENTER

Reports

+ Board Members and Candidates

- Compliance Requirements

Calendar of Compliance Requirementsopen

+ Management Companies

+ Schools and Management Companies

+ Security Information

+ Submission Administration

+ Submissions

Include Deactivated Entities: No

Include Deactivated Compliance Types: No

Entity Types: Boards, EMO/CHOs, Schools, Intels

Resource Categories: Board -- Board Meeting Information

Compliance Types: Board -- Academic Report, Board

Entities: Achievement House Academy (Boa)

Start Month: 3/1/2016

End Month: 3/31/2016

View/Select Requirements by: Due Date

Include Single Entity Requirements: No

View Report

Calendar of Compliance Requirements

Click on a requirement to see more detail.

Requirement Masters Due Dates	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Annual Financial Audit 2014-2015 for School Due: 20 Submitted: 20	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31 Fire Drill Log - 3rd Quarter for School Due: 20 Submitted: 0		

Pg 1 of 1 CIMP001 - 3/4/2016 12:31:56 PM

EPICENTER

Compliance Requirement Master - Status Detail

Requirement Master

Requirement Title: Annual Financial Audit 2014-2015

Submission Type: Annual Financial Audit

Description: You must contract with a CPA firm to have your financials audited.

Submission Tags: Name Value Determination Value

School Year Admin Specified 2014-2015

Master Dates

Event Date: 2/1/2016

Notification Date: 2/1/2016

Due Date/Time: 3/1/2016 11:59:00 PM

Entity Type: School

Submission Instructions: The audit must be approved by the board of directors prior to submission.

Individual Entity Requirements and Status

Entity	Revised Dates/Times	Submission	On Time	Grace Extension	Approval Status
Achievement House Academy		2/29/2016 10:54:00 AM	✓		Approved
Active Progress Academy		2/29/2016 10:54:00 AM	✓		Approved
Apex Charter School		2/29/2016 10:54:00 AM	✓		Approved
Bastion Montessori		2/29/2016 10:54:00 AM	✓		Approved
Bay Area Academics		2/29/2016 10:54:00 AM	✓		Approved
Benjamin Franklin School		2/29/2016 10:54:00 AM	✓		Approved
Career Connections Academy		2/29/2016 10:54:00 AM	✓		Approved
Evergreen Community School		2/29/2016 10:54:00 AM	✓		Approval Pending
Hope Academy		2/29/2016 11:05:00 AM	✓		Approved
Independence Charter School		2/29/2016 10:54:00 AM	✓		Approval Pending
Inspire Academy		2/29/2016 10:54:00 AM	✓		Approved
Maritime Academy		2/29/2016 10:54:00 AM	✓		Approved
MLK Academy		2/29/2016 10:54:00 AM	✓		Approved
New Day Charter School		2/29/2016 10:54:00 AM	✓		Approved

Basic administrative functions, such as adding/deleting individual users and changing permissions for users

EPICENTER

Sally Jones Sign Out  
The Authorizer

Home > Admin

Administration Menu

Submissions

Submission Types Individual submission types

Submission Type Bundle submission types together

Collections

Submission Tags Manage additional fields that can be associated with submissions

Submission Resources Templates, forms, and guides for submissions

Transparency Report Preview transparency report and generate web links

Entities

Classification Assign classifications to an entity

Assignment

Security and Permissions

User Security Individual users

User Roles Roles for responsibilities and permissions

Manage Groups Manage User Groups, Entity Groups, and Submission Type Groups

Contacts

Contact History View change history for all contacts

Performance Center

School Codes Manage list of automatically imported school codes

EPICENTER  
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Contact Us

The Administration Menu allows Epicenter Administrators to add and delete users. The Security and Permissions section also equips Epicenter Administrators with the ability to establish a user's role, permissions and level of access.



Sally Jones Sign Out  
The Authorizer

Home > Admin > Users

## Secured User Accounts

Help

Reports

### User Select

- ☒ Name Search - Enter the first few characters of the user's last name.
  - ☐ Include Deleted Accounts
- ☐ Sign-In Name Search - Enter the account sign-in name.

Search

### New User Invitation

An invitation starts by selecting an existing contact or by creating a new contact record for the user.

[Invite New User...](#)



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Sally Jones Sign Out  
The Authorizer

Home > Admin > Users > User Account Detail

## User Account Detail

Help

Reports

Name: Rodgers, Sally  
 Sign-In: srodgers  
 Sign-In Email: srodgers@gmail.com [Change...](#)  
 Contact Email: srodgers@gmail.com  
 Account Created: 11/25/2015

☐ Account Disabled ☐ Two Step Verification Enabled

Group	Action
School Staff/Hope Academy - School Staff	<a href="#">Remove</a>
	<a href="#">Add</a>

[Save](#) [Delete Account](#) [Cancel](#)

## Generating reports on system activity of authorizers, charter schools and individual users

### Reports

#### + Board Members and Candidates

#### + Compliance Requirements

#### + Management Companies

#### + Schools and Management Companies

#### - Security Information

##### User Organizations Structure [open](#)

A report showing the organization structure of the user community accessing Epicenter. These are the groups used to organize users into their area(s) of responsibility. (Id: SEC001)

##### Entity Organization Structure [open](#)

A report showing the structure of the entities managed by Epicenter. Entities are put into groups as needed to manage user access. (Id: SEC002)

##### Users List [open](#)

Provides a simple list of all users including their email address and telephone number. It also provides the ability to drill down to get detail information about the user and the user's security. (Id: SEC014)

##### Security Analysis - User Group Security Details [open](#)

A report to analyze permissions given to users in and under a selected user group. This report is a detailed report of 1) the users and 2) the role linking that apply to the selected user group. (Id: SEC003)

##### Security Analysis - Users, Roles and Entity Groups Matrix [open](#)

A report to analyze security roles given to users and the entities to which those roles apply. This report reports on the permission of individual users versus user groups. (Id: SEC004)

##### Security Analysis - Entity Group Security Details [open](#)

A report to analyze entities in and under a selected group. This report is detailed a report of 1) the entities and 2) the role linking that allow user groups access to the entities in and under the selected group. (Id: SEC005)

##### Security Analysis - Security Role Usage In User Groups [open](#)

A report to determine where security roles are being used in role linking assigned to user groups. (Id: SEC008)

##### Security Analysis - Security Roles and Features [open](#)

A report to examine security roles and the features referenced. Specific roles or features can be selected. There are two tables in the report. 1) A table of roles, listing referenced features. 2) A table of features listing the referencing roles. (Id: SEC006)

##### User Sign-In Activity [open](#)

A report providing information about user activity to help understand how often users are using the system. It reports on the last sign-in date/time and sign-in counts for the last 7 days and the last 4 weeks. Subsets of users can be selected. (Id: SEC007)

#### + Submission Administration

#### - Submissions

##### Submissions Summary by Entity [open](#)

A count of submissions for entities in a given time period. (Id: RES020)

##### Submissions Detail for an Entity [open](#)

A detailed report of submissions for a selected entity and time period. This report also shows all subsequent actions and updates made to the file or data. The date, time and person making the change is included. (Id: RES021)

Epicenter has several different security and submission reports that will show activity on users.



Generating reports across authorizers of charter school compliance activity

Sally Jones Sign Out  
The Authorizer

Home > Compliance Statistics

Compliance Statistics

Statistics Summary Detail Calendar Status

Classifications Entities Submission Types Time Period

Due Dates from 7/1/2015 through Jun 30

On-time

98%

544 of 556

Accurate

99%

553 of 556

Complete

65%

542 of 840

Past Due

<1%

3 of 556

Review Pending 4

Approval Pending 7

Achievement House Academy

Board

Compliant

★★★

On-time 1/1 100%

Accurate 1/1 100%

Complete 1/1 100%

School

Compliant

★★★

On-time 19/20 95%

Accurate 20/22 91%

Complete 20/28 71%

Active Progress Academy

Board

Compliant

★★★

On-time 1/1 100%

Accurate 1/1 100%

Complete 1/1 100%

Entities

☒

Alameda Unified School District

☒

Ceres Unified School District

☒

Kern County Office of Education

☒

Maricopa Unified School District

☒

Orange County Department of Education

☒

Sanger Unified School District

☒

Warner Unified School District

☒

Wiseburn Unified

☐ Display Deactivated Entities

Select All | None

Apply Cancel

Epicenter's Compliance Center Statistics Tab allows users with access to multiple authorizer sites to filter the interactive dashboards to display one or multiple authorizers' statistical information.

This is the option panel for the Entities filter.



# Additional Information

## Datacenter Security Summary

### Introduction

The National Charter Schools Institute takes multiple measures to ensure Epicenter is safe and secure. These measures are outlined below in five sections: (1) physical security; (2) electronic security; (3) compliance; (4) backup approach; and (5) redundancy and reliability.

### Physical Security

All client servers are hosted in a world-class, Tier 3 datacenter in mid-Michigan. The datacenter features multiple layers of physical security, including restricted access to the property and keycard only access to the facility. For example, the datacenter contains the following security features:

- Exterior and interior digital video surveillance with 24x7 recording for activity.
- Biometric and electronic card door access controls with two-factor authentication.
- All critical equipment is N+1 with full redundancy across core network and security systems.
- Power equipment, network infrastructure, and network operations equipment are segregated in locked rooms or cages with no customer access.
- Dual-stage dry pipe sprinkler system with double interlock pre-action zoned valve control.
- Client restricted and controlled access to the datacenter.

### Electronic Security

The datacenter is protected by a carrier-grade, hardware-based firewall with intrusion detection, intrusion prevention, and redundancy.

### Compliance

The datacenter is independently audited on an ongoing basis with annual reporting by UHY LLP for the following standards:

- SOX Compliance (SAS 70, SSAE 16/SOC 1, SOC 2)
- HIPAA Compliance (OCR HIPAA Audit Protocol)
- PCI DSS Compliance
- Safe Harbor Compliance

### Backup Approach

Epicenter is backed-up every evening. The backups are encrypted (at-rest and in-transit) and stored offsite at another Tier 3 datacenter in southeast Michigan more than 50 miles away. Daily backups are retained for two weeks, weekly backups are retained for four weeks, and monthly backups are retained for three months.



## **Redundancy and Reliability**

### **Facility**

- Single story, concrete and steel stand-alone building with loading docks.
- 24" raised floor area with 1,200 pounds per square foot capacity.
- All critical equipment is N+1, or fully redundant.
- Spare parts and maintenance contracts are in place for all critical infrastructure.

### **Network & Connectivity**

- Multiple internet service providers (ISPs) with diverse fiber feeds into the datacenter
- Redundant gigabit network provides capacity on-demand
- 10GB capable connection for data replication to remote data centers
- 100% redundancy - core routers, switches and paths to the Internet are fully redundant with automatic failover to multiple internet service providers.

### **Power Protection**

- DUal utility power feeds into the datacenter from diverse routes
- Dual synchronized 1,300 KVA Detroit Diesel generators
- Pooled UPS system provides over 1,600 KVA of conditioned power to the datacenter floor
- High availability power with diverse paths to each server or rack

### **Electrical**

- (2) 2,000 KVA, 8,000 volt utility feeds from separate substations via diverse paths
- (3) pooled APC MGE 555 KVA UPS
- (2) Detroit Diesel 1300 KVA synchronized generators, with 5,000 gallons of onsite fuel
- Redundant DC Power Plant with 240 wet cell lead-acid batteries
- All generators are tested and maintained on a regular weekly and monthly schedule

### **Environmental Control**

- Over 400 tons of cooling capacity, using Datac and Liebert System Air Handlers and Liebert CRAC chillers with full N+1 redundancy
- Commercial HVAC/Heat Pumps control environment for office and common areas

### **Fire Suppression**

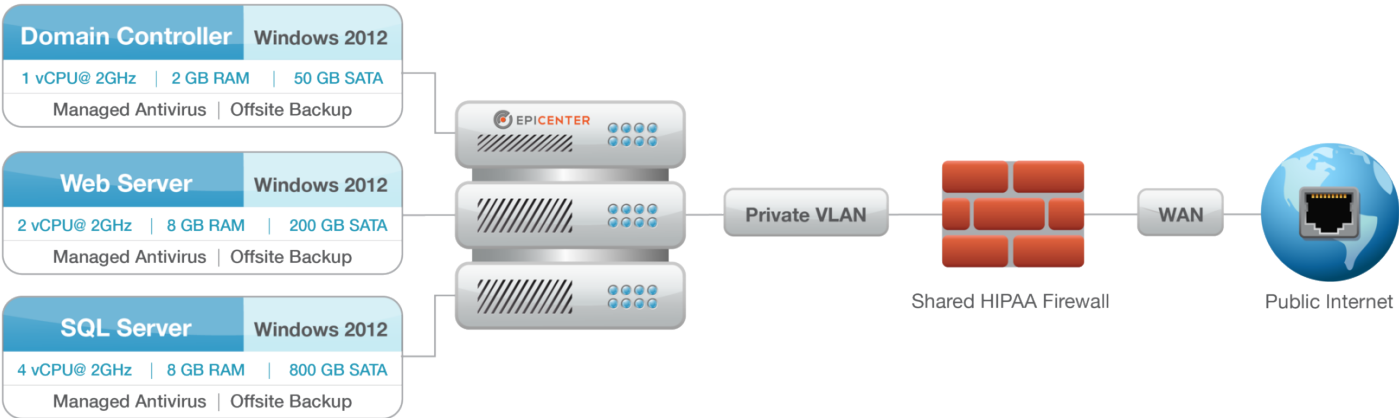
The datacenter is monitored by multiple zone fire detectors. In the event of a fire, an alarm is tripped, and Inergen gas is expelled into the room extinguishing the fire.



## Water/Flood Control

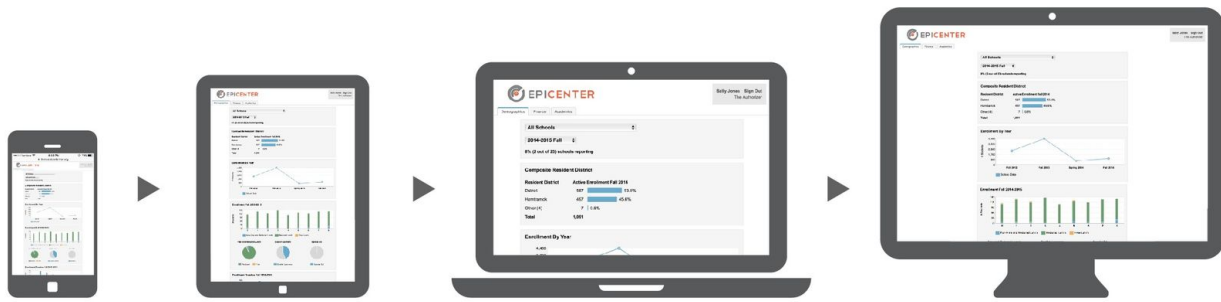
The datacenter has a raised floor to keep systems away from any potential water. Underneath the raised floor, drains and water sensors are place throughout the facility to detect any water pooling.

## Epicenter Hosting Environment Specifications





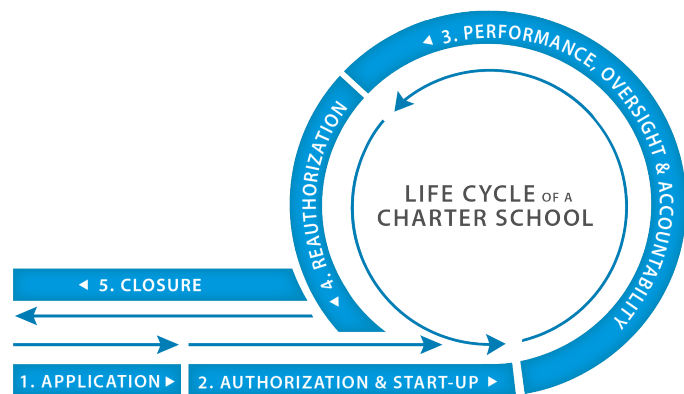
## Mobile First Design



Epicenter's leadership and development team have adopted a "mobile first" design approach because we envision Epicenter as a platform that connects and aligns authorizers, boards, school operators, and support organizations. This means numerous users will be accessing and viewing documents and data through Epicenter's highly secure roles-based management system. Epicenter's mobile first design strategy also means that the user experience is identical regardless of the type of device a person uses to access the system. For example, whether a user accesses Epicenter from their desktop, tablet, or smart-phone to upload a submission requirement, their path for viewing and completing the submission will be identical. This approach reduces the amount of time required to train new users and helps ensure that navigating Epicenter is easy and intuitive.

## Managing the Charter Life Cycle

Epicenter enables authorizers to manage and coordinate the life cycle of a charter school from application to renewal, or even closure. Through the development of submission collections, Epicenter is able to provide processes and structures that ensure quality standards are consistently applied, followed, and communicated in a proactive and transparent manner. The Epicenter team works with each authorizer to ensure that the processes and protocols used to streamline and manage the components of the charter life cycle are customized to their organizations unique standards.





## Epicenter Pricing Structure

As a values driven, mission focused non-profit organization, the National Charter Schools Institute is committed to working in good faith with each of our clients and partners to ensure that their project is sustainable, accessible, and affordable so that the mission and goals each organization can be achieved.

Description		Price	Qty	Subtotal
<b>Epicenter Base Package (Per School)</b>		\$1,900	3	\$5,700
<i>Base Package Includes:</i>				
Unlimited Users and Documents				
Full Implementation				
Customer Support				
Training (Internal and School)				
Document Center				
Board Center				
School Center				
Management Center				
Compliance Center				
<b>Total</b>				<b>\$5,700</b>





# Professional Services Agreement

Whereas, this **PROFESSIONAL SERVICES AGREEMENT** ("Agreement") is made effective as of **July 17, 2016** by and between the **National Charter Schools Institute** (hereafter referred to as the "Institute"), and the **MISSISSIPPI CHARTER SCHOOL AUTHORIZER BOARD** (hereafter referred to as the "Client").

Whereas, the Institute's principal place of business is located at 711 West Pickard Street, Suite M, Mt. Pleasant, Michigan 48858, and the Client's principal place of business is located at the following address:

Client Name: MISSISSIPPI CHARTER SCHOOL AUTHORIZER BOARD

Contact: Marian L. Schutte

Address: 3825 Ridgewood Road, Jackson, MS 39211

Whereas, the Client and the Institute share a common vision for educational excellence and wish to work together to implement an innovative web-based software system known as Epicenter, in order to strengthen the Client's ability to effectively and efficiently support charter public schools.

## 1. Services ("Services") to be Performed:

1.1 The institute will provide the Client with consulting and technical support related to its use of Epicenter as a management organization to enhance the support and accountability of charter public schools.

1.2 The Institute will provide the Client with the leadership, guidance and support necessary to setup and configure Epicenter. This includes the following:

1.2.1 Working with the Client to develop and incorporate into Epicenter an annual calendar of oversight requirements, including the file type, metadata and due date(s) associated with each requirement.

1.2.2 Working with the Client to identify and populate the entities to be included in Epicenter, including schools, boards and EMO/CMOs.

1.2.3 Working with the Client to identify, define and customize the file and data types to be incorporated into Epicenter, including any related metadata.



1.2.4 Working with the Client to configure workflow processes and procedures, including any related notification, submission, review and acceptance protocols.

1.2.5 Working with the Client to configure security protocols by user, entity and file type.

1.3 The Institute will provide the Client and its authorized personnel with access to and use of Epicenter.

1.4 The Institute will provide the Client with the orientation, training and support services necessary to use Epicenter.

1.5 The Institute will ensure Epicenter's Help Desk and support team are available to the Client and its charter public schools during normal business hours (8 a.m. to 5 p.m. EDT) or at other times as requested by the Client.

1.6 The Institute will ensure Epicenter is accessible to the Client 24 hours per day, 7 days per week, 365 days per year, except for any planned outages that the Institute will inform the Client of in advance.

1.7 The Institute will ensure Epicenter is supported with a professional service level that meets or exceeds industry best practice standards, and complies with applicable state and federal requirements.

1.8 The Institute will ensure Epicenter is hosted in a world class, Tier 3 Datacenter in Mid-Michigan. The datacenter features multiple layers of physical security including physical location and keycard access to the facility. Daily backups are encrypted (at-res and in-transit) and stored at a remote and secure location.

## **2. Client Obligations:**

2.1 The Client will work in good faith with the Institute to provide the information necessary to properly setup and configure Epicenter so that it functions in accordance with the Client's support and accountability practices and user security protocols.



2.2 The Client will provide the Institute with timely, accurate and complete information at all times and provide the Institute with feedback regarding how Epicenter is meeting its needs.

2.3 The Client is responsible for safeguarding the passwords related to Epicenter and protecting them from disclosure to any unauthorized user(s).

2.4 The Client will not, nor will the Client authorize, permit or allow others to (i) reverse engineer, decompile or disassemble the web-based software system known as Epicenter, or otherwise attempt to discover any source code or any trade secrets related to Epicenter; (ii) modify or make derivative works of Epicenter; (iii) sell, lease, license, distribute or sublicense Epicenter; (iv) alter, obscure or modify any trademark or proprietary notice related to Epicenter; or (v) create Internet "links" or "frame" or "mirror" any content from Epicenter.

### **3. Term of Agreement:**

3.1 The term of this Agreement shall cover the school year **July 17, 2016 - June 30, 2017**.

3.2 This Agreement shall automatically renew on July 1 of each year, unless either the Client or the Institute provides written notice of termination to the other party at least 90 days before the Agreement expires. In the event of such a termination, Client agrees to pay the Institute, pursuant to the terms set forth in this Agreement for all fees incurred as of the effective date of the termination.

3.3 In the event this Agreement is terminated or not renewed by the Client: (a) the access and use of Epicenter by the Client and its authorized charter public schools will cease, and (b) the Institute will have no further obligation to provide Services to the Client or its authorized charter public schools. To the extent the Client requests the Institute to continue providing any Services after the discontinuation of this Agreement, all of the terms and conditions in this Agreement, including the Client's obligation to pay all compensation associated with such Services, will continue to apply.



#### 4. Compensation and Terms of Payment:

4.1 The Client agrees to pay the Institute for the Services detailed in this Agreement the annual per school cost for its schools, in accordance with the pricing section 4.3.

4.2 There are no other costs associated with this Agreement.

4.3 If the Client wishes to renew this Agreement for subsequent years as detailed in section 3.2, the annual cost for each subsequent year will be determined according to the following pricing schedule.

Pricing Schedule:

Number of Authorized Schools	Annual Cost
1 - 75 Schools	\$1,900 per school
75 - 100 Schools	Custom Quote

4.4 For each subsequent year the Client renews this Agreement, the Institute will invoice the Client on July 1 for the annual cost according to the pricing schedule detailed in section 4.3.

#### 5. Data Ownership:

5.1 The Institute acknowledges that the data and documents generated and stored in Epicenter under this Agreement are owned by the Client. Upon termination of this Agreement and upon request from the Client, the Institute will provide electronic copies of all data and documents in the removable media form provided by the Client.



## **6. The Family Educational Rights and Privacy Act:**

6.1 The Institute shall maintain student information in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). If applicable, the Client agrees to comply with all FERPA requirements prior to providing the Institute with any student education records.

## **7. Confidentiality and Non-Disclosure:**

7.1 The Institute understands that while providing the Services identified in this Agreement, the Institute may have access to confidential and/or proprietary information of the Client. The Institute agrees to maintain the confidentiality and privacy of this information and further agrees not to use any of this information for any reason other than the performance of the Services outlined in this Agreement or for educational research authorized by the Client.

7.2 The Institute agrees that all confidential information will remain in a secure location under the control of the Institute at all times. Once the legitimate needs for the Institute's access to this information has ended, the Institute agrees to promptly remove and destroy all confidential and/or proprietary information in its possession and return control of this information to the Client.

## **8. Proprietary Rights:**

The Institute's Proprietary Materials involve valuable Proprietary Rights of the Institute. Other than the access and use of Epicenter identified in this Agreement, no right, title or interest in or to any of the Institute's Proprietary Materials or Proprietary Rights is transferred to the Client under this Agreement. Without limiting the generality of the foregoing, the Institute owns all rights, title and interest in all Institute Proprietary Materials and all Proprietary Rights therein.



## **9. Indemnification:**

9.1 The Institute will indemnify, defend and hold harmless the Client and the Client's directors, employees, agents and representatives from and against any and all claims, actions, suits, proceedings, damages, losses, liability, costs and expenses (including without limitation reasonable attorneys' fees and court costs) arising out of or in connection with any claim by any third party that Epicenter infringes any proprietary rights (provided that with respect to patents, only U.S. patents are covered under this indemnification) of such third party. The Institute will have no obligation under the preceding sentence to the extent (a) Epicenter has been modified by anyone other than the Institute, or (b) Epicenter is used in combination with any other products or services and, but for use in such combination, it would not otherwise infringe.

9.2 The Client will indemnify, defend and hold harmless the Institute and the Institute's directors, officers, employees, agents and representatives from and against any and all claims, actions, suits, proceedings, damages, losses, liability, costs and expenses (including without limitation reasonable attorneys' fees and court costs) arising out of or in connection with (a) any breach by the Client of any provision of this Agreement, (b) any breach or alleged breach by the Client of any agreement or contract or alleged agreement or contract between the Client and any third party, (c) the Client's use of Epicenter, or (d) use of Epicenter by any third party.

## **10. Entire Agreement:**

This Agreement constitutes the entire agreement, and supersedes any and all prior agreements, between the Institute and the Client with regard to the subject matter hereof. No amendment, modification, or waiver of this Agreement will be valid unless set forth in a written instrument signed by the parties to be bound.



The parties have caused this Agreement to be executed as of the day and year first written above.

NATIONAL CHARTER SCHOOLS INSTITUTE

BY: \_\_\_\_\_ Date: \_\_\_\_\_  
Jacklyn Mullikin

MISSISSIPPI CHARTER SCHOOL AUTHORIZER BOARD

BY: \_\_\_\_\_ Date: \_\_\_\_\_  
Marian Schutte

**Mississippi Charter School Authorizer Board**  
**FY17 Budget - \$383,524 - \$250,000 with FY16 Admin and FY17 State Admin**

Category		Approved 6/6/16 Estimated Line Item		Proposed 9/12/16 Estimated Line Item	
<b>Personnel</b>					
	Salaries	\$	190,000.00	\$	190,000.00
	Fringe	\$	57,000.00	\$	57,000.00
	Workers Comp, etc.	\$	1,500.00	\$	1,500.00
Sub-Total		\$	248,500.00	\$	248,500.00
<b>Travel</b>					
	In-State	\$	12,000.00	\$	12,000.00
	FICA Match on Taxable Travel	\$	-	\$	-
	Non-Taxable Moving Expenses	\$	-	\$	-
	Out-of-State	\$	7,500.00	\$	7,500.00
Sub-Total		\$	19,500.00	\$	19,500.00
<b>Contractual</b>					
	Intern Stipend	\$	6,000.00	\$	6,000.00
	Employee Training	\$	3,500.00	\$	3,500.00
	Postage	\$	250.00	\$	250.00
	Advertising/Promotional Expense	\$	1,000.00	\$	1,000.00
	Membership Dues	\$	1,250.00	\$	1,250.00
	ITS Services	\$	-	\$	-
	Software	\$	3,000.00	\$	3,000.00
	Wireless	\$	3,000.00	\$	3,000.00
	Professional Services - IT	\$	-	\$	3,000.00
	Professional Services - NACSA	\$	49,800.00	\$	49,800.00
	Prof. Services - Cornerstone	\$	12,500.00	\$	12,500.00
	Prof. Services - Epicenter	\$	-	\$	5,700.00
	Other Fees (Court Reporter, etc)	\$	15,224.00	\$	6,524.00
Sub-Total		\$	95,524.00	\$	95,524.00
<b>Commodities</b>					
	Office Supplies	\$	6,500.00	\$	6,500.00
	Food for Business	\$	1,000.00	\$	1,000.00
	Office Furnishings	\$	5,000.00	\$	5,000.00
	Other Supplies	\$	1,500.00	\$	1,500.00
Sub-Total		\$	14,000.00	\$	14,000.00
<b>Equipment</b>					
	Computer Equipment	\$	4,000.00	\$	4,000.00
	Office Machines	\$	2,000.00	\$	2,000.00
Sub-Total		\$	6,000.00	\$	6,000.00
<b>TOTAL</b>		\$	383,524.00	\$	383,524.00



**Charter School Authorizer Board  
Items Presented for Payment  
September 12, 2016**

Travel	Board Member Travel to Meeting	TBD
Contractual	Cornerstone Consulting - July Invoice	\$ 1,168.75
Commodities		
Equipment		
TOTAL		<u><u>\$ 1,168.75</u></u>